

Approved For Release 2001/03/04 : CIA-RDP81B00701R000200310003-6

<u>GRADE</u>	<u>FITNESS REPORT TO COVER PERIOD THRU</u>	<u>FITNESS REPORT SUBMISSION DATE (NLT)</u>	<u>NFAC COMPONENT RANKING FOR POTENTIAL/PROMOTION*</u>	<u>NFAC RANKING/PROMOTION*</u>	<u>UNIFORM PROMOTION DATES**</u>
GS-15	31 Mar	30 Apr	May	June***	
GS-14	30 Apr	31 May	June/July	July/Aug****	Sep & Mar
GS-13	30 Jun	31 Jul	Aug/Sep/Oct	N.A.	Nov & May
GS-12	31 Jul	31 Aug	Sep/Oct/Nov	N.A.	Dec & Jun
GS-11	31 Aug	30 Sep	Oct/Nov/Dec	N.A.	Jan & Jul
GS-10	30 Sep	31 Oct	Nov/Dec/Jan	N.A.	Feb & Aug
GS-09	30 Sep	31 Oct	Nov/Dec/Jan	N.A.	Feb & Aug
GS-08	31 Dec	31 Jan	Feb/Mar/Apr	N.A.	May & Nov
GS-07	31 Dec	31 Jan	Feb/Mar/Apr	N.A.	May & Nov
GS-06	31 Jan	28 Feb	N.A.	N.A.	Jun & Dec

\*Ranking to be reviewed six months later prior to the second promotion date.

\*\*To be effective the first pay period of the month.

\*\*\*NFAC Career Service Board.

\*\*\*\*NFAC GS-14 Review Panel.

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NFAC Notice  
No. 20-36

NFAC N 20-36  
18 September 1978

SENIOR SECRETARIAL PANEL

Reference: NFAC N 20-28, dated 9 August 1978

The following personnel are appointed to serve on the Senior  
Secretarial Panel:

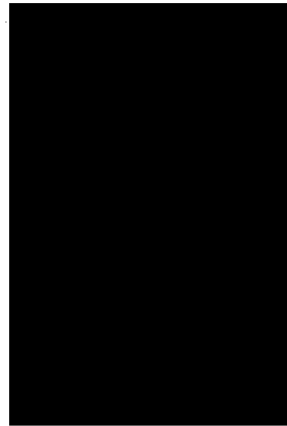
Chairman

Professional  
Members

STATINTL

Clerical  
Members

Secretary



STATINTL

Associate Director-Management  
National Foreign Assessment Center

Distribution "A" (1-6)

NFAC NOTICE  
No. 20-39

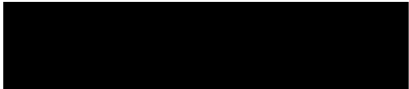
NFAC N 20-39  
17 November 1978

POLICIES AND PROCEDURES OF THE  
NFAC SENIOR SECRETARIAL PANEL

1. NFAC Notice 20-28 established a Senior Secretarial Panel to oversee the career management of senior secretarial personnel at the grades of GS-08 and above within NFAC. The names of the individuals selected to serve on the Panel were made known in NFAC Notice 20-36. The Panel has met several times since then and has decided on a set of policies and procedures designed to govern its activities over at least the near term. These policies and procedures, which are attached, have been reviewed and approved by the Chairman of the NFAC Career Service Board. They are, of course, subject to modification as the Panel gains experience in their application and as the result of comments and recommendations. All such comments are welcomed and should be directed to the Chairman of the Panel.

2. Also attached to this notice are the comparative evaluation factors which will be used by the Panel in its ranking of senior NFAC secretaries. The supervisors of these individuals are urged to keep these factors in mind when preparing fitness reports. Supervisors will be given the opportunity to participate in the evaluation and ranking process of the Panel on the basis of these factors.

STATINTL

  
Sayre Stevens  
Deputy Director  
National Foreign Assessment Center

Attachments A & B

Distribution A (1-6)